

ASPIRA, Inc. of New Jersey
390 Broad Street
Newark, New Jersey 07104

EXECUTIVE OFFICE

Job Descriptions
Effective March 1992

DEPUTY DIRECTOR (100%)

Director of Development

- Write proposals to foundations currently providing funding to ASPIRA and prospective funding sources;
- Coordinate production of newsletter and annual report;
- Plan special events (Luncheons, Alumni Dances, Dinners, Receptions, etc.)
- Research and identify sources of revenue;
- Nurturing prospect sources of revenue
- Public Relations and nurture public that sustains the Agency;
- Assessment

Building Manager

- Principal interfaicer with tenants
- Renewal of leases
- Maintenance contracts (repairs, renovations, bids).
- General operations

Programs Director

- Supervise Essex County and Passaic County Centers;
- Write the Agency's annual and semi-annual program reports;
- Prepare monthly and final program reports for funding sources.

DEVELOPMENT OFFICER (100%)

- Write general operating request letters to current and prospective funding sources;
- Maintain a tickler file;
- Prepare proper correspondence to foundations, corporations, government agencies, and individuals (e.g., thank you letters, updated information, financial reports, etc.).
- Produce Newsletter and annual report;
- Write press releases for special events;
- Coordinate special events (Luncheons, Alumni Dances, Dinners, Receptions, etc.)
- Supervise the production of the program journal;
- Prepare proper follow-up to special events;
- Prepare development and fund raising documents for the Board of Directors;
- Take minutes at Board Meetings.

The Deputy Director's position and distribution of responsibilities will be implemented in two phases.

Phase I - Effective March 1, 1992

Deputy Director - @ \$32,000
Programs Director - @ 50%
Building Manager - @ 50%

Phase II - Effective September 1, 1992

Director of Development - @ 60%
Programs Director - @ 20%
Building Manager - @ 20%